

AGENDA  
BOARD OF CITY COMMISSIONERS  
NOVEMBER 17, 2025 AT 6:00 PM  
COMMISSION CHAMBERS AT CITY HALL  
16 WEST 9TH STREET  
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Citizens Participation (A three-minute limit per person)  
(A twelve-minute limit per topic)

Citizens may provide comment relevant to City business. Per Oklahoma State Statute 25 O.S. § 311(B)(1), the City Commission may only consider, deliberate, or render decisions on those items of City business that were included in the agenda. For other citizen comments, the City Commission may refer the matter to the City Manager for administrative consideration, or to schedule the matter for Commission consideration at a later date.

2. Consider approval of Consent Agenda:

- a. Minutes from the October 20, 2025, regular meeting.
- b. Acknowledge the following minutes and reports:
  - Shawnee Beautification, Parks, and Recreation Committee Minutes from the September 18, 2025, regular meeting.
  - License Payment Report for October 2025.
  - Project Payment Report for October 2025.
- c. Mayor Appointments:

Shawnee Beautification, Parks, and Recreation Committee

Joseph Szczepanski                      1st Partial Term                      Expires: May 1, 2026  
*Replaces Chad Payn, Resigned*

Shawnee Planning Commission

Raymond Burrell                      1st Partial Term                      Expires: June 1, 2027  
*Replaces Jamie Hembree, Resigned*

Shawnee Arts & Culture Commission

Susan Morris                      1st Partial Term                      Expires: May 1, 2028  
*Replaces Nicki Sherman, Resigned*

d. Budget amendments for Fiscal Year 2025 – 2026:

- Fund 301 - Capital Improvement Fund - To appropriate monies received from OMAG to transfer to Capital Outlay - Equipment for the Heart of Oklahoma Exposition Center expenditures in FY26.
- Fund 301 - Capital Improvement Fund - To appropriate monies received for the sale of a vehicle and transfer to Capital Outlay - Equipment for the Fire Department expenditures in FY26.
- Fund 706 - Donations - To appropriate monies received for Christmas Festivities for expenditures in FY26. (Contingent upon approval of Pottawatomie County Board of Commissioners donation.)

e. Lake Lease Transfer:

- Damron Tract, Lot 2  
33705 Belcher Rd  
From: Elbert Benton  
To: Bryan Chance Christopher Clemens

f. Approval of a Lease Agreement for the Southwest Loop Waterline project impacting property located at 723 South Leo Street.

g. Acknowledgment of Change Order No. 1 for Walnut Water Line project.

h. Approval of Agreement Between the City of Shawnee and Safe Events for Families (SEFF) for Fiscal Year 2025-2026.

i. Approval of the purchase of a CXT restroom for Optimist Park utilizing

state bidding and in compliance with the approved Capital Improvement Plan for 2026-2030 for the Parks Department.

- j. Confirm and approve the City Manager's hiring of Kerri Foster as the City's Parks and Recreation Director.
3. Presentation of the Pet of the Month by Animal Control.
4. Public hearing for a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 3520 North Market Avenue.  
Case No CUP03-25 | Applicant: Mary Wisdom
5. Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 3520 North Market Avenue.  
Case No. CUP03-25 | Applicant: Mary Wisdom
6. Public hearing for a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 17308 Magnino Road.  
Case No. CUP04-25 | Applicant: Will Jones
7. Consideration of a request for a Conditional Use Permit to operate a Short-Term Rental at the property addressed as 17308 Magnino Road.  
Case No. CUP04-25 | Applicant: Will Jones
8. Public hearing for a request to rezone the property addressed as 306 East 45th Street from C-2 (Regional Commercial District) to R-3 (High Density Residential District).  
Case No. RZ04-25 | Applicant: Dean Koleada
9. Consideration of an ordinance to rezone the property addressed as 306 East 45th Street from C-2 (Regional Commercial District) to R-3 (High Density Residential District).  
Case No. RZ04-25 | Applicant: Dean Koleada
10. Acknowledge Monthly Sales Tax Report.
11. Commissioners Comments
12. New Business (Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda.)

13. Consider an executive session for discussion in accordance with 25 O.S. §307(B)(3), the sale, purchase, lease, acquisition, or appraisal of real property.
14. Consider an executive session in accordance with 25 O.S. §307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the Santa Fe Depot.
15. Consider matters discussed in executive session in accordance with 25 O.S. §307(B)(3), the sale, purchase, lease, acquisition, or appraisal of real property.
16. Consider matters discussed in executive session in accordance with 25 O.S. §307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, specifically regarding the Santa Fe Depot.
17. Adjournment

Respectfully submitted,



Lisa Lasyone, MMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)